

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0011

AMC REGULATION
NO. 350-4

20 March 2000

TRAINING

TRAINING AND CERTIFICATION PROGRAM FOR
PERSONNEL WORKING IN AMMUNITION OPERATIONS

Supplementation of this regulation is prohibited unless prior approval is obtained from HQ, AMC, Office of the Deputy Chief of Staff for Ammunition, ATTN: AMCAM-LG.

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1. Purpose. This regulation directs a training and certification program for personnel involved in conventional, guided missiles and toxic chemical ammunition operations. It requires installations and activities to ensure that only trained and certified personnel are permitted to participate in operations involving ammunition, explosives, explosive components, guided missiles and toxic chemicals. This program is designed to ensure a continuing high level of ammunition safety

awareness, technical knowledge, and operational proficiency of all covered employees.

2. Scope.

a. This regulation applies to all U.S. Army Materiel Command (AMC) installations and activities with a mission involving ammunition, explosives, explosive components, guided missiles, and toxic chemicals.

b. This regulation applies to all government civilian and contractor personnel who perform operations or services involving ammunition, explosives, explosive components, guided missiles and toxic chemicals.

c. This regulation applies to military personnel when they are working outside their assigned military occupational specialty (MOS) duties. Generally, these requirements are not intended for application to military personnel working within the scope of their training, within the mission of a military unit and working directly within that unit's chain of command.

d. This regulation covers all conventional, guided missiles and toxic chemical munitions and explosive operations conducted at AMC installations and facilities. It also covers operations not under the control of AMC, if the work involves ammunition, explosives, explosive components, guided missiles and toxic chemicals, and is performed by personnel assigned to AMC.

e. Personnel conducting operations involving material that contains no explosive or toxic chemicals are excluded from the provisions of this regulation.

3. Policy.

a. No individual covered by this regulation will perform their ammunition mission or functions until successfully completing Hazards Familiarization Training as specified in Appendix A.

b. Certification required by this regulation does not supplant any training otherwise required. Local certification authorities are encouraged to incorporate the full range of training requirements into their ammunition certification process. Individuals performing ammunition functions must be certified as capable of performing the assigned functions or tasks.

c. Ammunition Management Career Program (AMCP) employees or the Quality Assurance Specialist (Ammunition Surveillance) (QASAS) Career Program employees are considered to have met the specific training course requirements of this regulation other than those necessary for recertification. Chemical Demilitarization Facilities contractor and government employees that have completed training in accordance with the PM Chemical Demilitarization Training Program Plan also are considered to have met the training requirements herein.

d. Satisfactory completion of training required by this regulation will be a condition of employment specified in vacancy announcements and other recruiting documentation. Maintaining current certification will be a condition of employment necessary for retention in the position. This requirement will be clearly stated in all appropriate personnel records and position descriptions.

e. Although the focus of this regulation is primarily to establish minimum training requirements leading to certification, an individual's abilities and reliability must be considered in making determinations as to suitability for performing duties involving direct access to ammunition, explosives, explosive components, guided missiles and toxic chemicals munitions. Factors such as disciplinary actions, poor performance, obvious deterioration in one's physical ability, or severe attitudinal problems, which could adversely affect an individual's ability to work safely and efficiently, must be monitored and factored into the certification determinations.

f. This regulation clearly establishes the requirement that no individual will work with ammunition, explosives, explosive components, guided missiles or toxic chemical munitions without previous training and hazards orientation. Activities conducted in the proximity of these items, which do not involve the items or processes themselves (e.g., equipment or facilities maintenance) should be carefully controlled, but do not arbitrarily require inclusion in this certification program.

g. Certification authentication - Some positive means of readily identifying employee certification status at the work site must be established. Recommend that wallet-sized certification certificates be issued to employees at time of certification and reissued upon completion of biennial review. Cards should be dated and signed by the Certification Authority, list all completed certification training and carried at all times, to the extent possible, while involved in operations. Alternately, certification-training summaries should be maintained at all operating buildings. In either case, authentication should be demonstrable upon demand so that

supervisory and other oversight personnel (e.g., Safety or Ammunition Surveillance) may conduct spontaneous confirmation even when duties are being performed at remote operating sites.

h. Substitution of equivalent training to that listed in Appendixes B-1 and B-2 is authorized with the approval of the proponent of this regulation. After initial approval has been granted, the developer must review the equivalent training every two years to assure the material is current and appropriate. A statement confirming that the review was conducted will be submitted to the proponent for re-approval along with copies of the course materials. Final approval authority resides exclusively with the proponent.

4. Certification Authority. The Certification Authority shall be the installation or activity commander, or alternately, an individual or a board appointed in writing by the commander of the installation or activity to ensure that the provisions and intent of this regulation are implemented at the local level. Individual(s) appointed should be technically qualified to understand the general hazards of ammunition, explosives, explosive components, guided missiles and toxic chemical operations. At Government-Owned, Contractor-Operated (GOCO) installations, individual(s) appointed may be contractor personnel. An observer or monitor from the government staff may be appointed.

5. Responsibilities.

a. The Commanding General, AMC, establishes policies and requirements for this program, and ensures that resources for training and technology are provided to accomplish the stated purposes of this regulation.

(1) AMC Deputy Chief of Staff for Ammunition (AMCAM-LG) will ensure the policies and training requirements involving ammunition, explosives, explosive components, and guided missiles meet the intent of this regulation.

(2) AMC Deputy Chief of Staff for Chemical and Biological Matters (AMCCB) will ensure the policies and training requirements involving toxic chemicals meet the intent of this regulation.

b. Commanders of appropriate AMC major subordinate commands (MSCs) will ensure that this program is executed at installations under their control. It is strongly recommended that an office responsible for ammunition management at MSCs be designated to monitor this program.

c. Commanders of installations with ammunition, explosives, explosive components, guided missiles and toxic chemical missions will-

(1) Ensure that the provisions of this regulation are applied to all covered personnel, including those assigned to the installation, but working at remote locations.

(2) Either act as the Certification Authority or delegate this responsibility in duty appointment orders to an alternate Certification Authority as specified in paragraph 4.

(3) Promulgate local procedures to ensure that training and certification actions are carried out in a timely manner and that they are thoroughly and accurately documented.

d. The Certification Authority is responsible for-

(1) Identifying positions requiring certification, and identifying specific training requirements based upon recommendations of supervisors and the requirements of this regulation.

(2) Determining that certification requirements were satisfactorily completed.

(3) Certifying qualified individuals.

(4) Ensuring that all certification actions are accurately documented and that individual certification histories are recorded in official personnel files or other personnel records. These records must be accessible for review.

(5) Acting on relevant information provided by supervisors and other credible sources in reviewing status of individuals certification.

(6) Maintaining a chronological record of actions taken in regard to certifications.

(7) Ensuring that certification training needs are identified and fulfilled on a timely basis.

(8) Maintaining ongoing review of certification program to include biennial review of employee certification status.

(9) Determining if local recertification/retraining program needs to be implemented.

e. Supervisors of ammunition, explosives, explosive components, guided missiles and toxic chemical operations will-

(1) Assist the Certification Authority in identifying positions requiring certification.

(2) Review qualifications of all personnel working under their supervision (assigned, detailed, borrowed, etc.) to ensure that they meet certification criteria for the job to which they are assigned or transferred.

(3) Notify the Certification Authority of disciplinary actions, poor performance, obvious deterioration in physical ability, or severe attitudinal problems, that could adversely affect an individual's ability to work safely and efficiently. This notification does not fulfill the supervisor's responsibility to immediately remove employees from the job site, if they are working in an unsafe manner, or creating hazards for themselves or fellow workers.

(4) Identify training needs to include ammunition/system specific training needed beyond the basic requirement for certification.

f. The Director, U.S. Army Defense Ammunition Center (DAC), will-

(1) Establish and maintain relevant course curricula to satisfy training requirements specified in appendixes A, B and C of this regulation.

(2) Monitor and report status of this program under the provisions of AMC-R 700-9, The AMC Ammunition Review and Technical Assistance Program.

6. Training Requirements.

a. Minimum training required to certify personnel is reflected in Appendix B. All personnel involved in conventional ammunition, explosives, explosive components not associated with Toxic Chemical Munitions (TCM), and guided missiles must complete training as cited in Table B-1, Ammunition Certification Courses. All persons involved in TCM operations only must complete training cited in Table B-2, Toxic Chemical Agent Munitions Certification Courses.

b. "Local" training cited in Tables B-1 and B-2 must incorporate elements as stated in Appendix A, Hazards Familiarization Training. Local training required for toxic

chemical operations also must include the training as outlined in AR 385-61.

c. It is not feasible for this regulation to identify every position in all aspects of ammunition, explosives, explosive components, guided missiles and toxic chemical operations to include workers, supervisors, and planners. The Certification Authority will be forced to expand the application of the training matrix (Appendix B) to those positions which do not fall squarely within one of the listed duty descriptions. Local flexibility in the application of this regulation may be necessary; however, the rationale for local decisions must comply with the intent and spirit of this regulation, and be defensible.

7. Implementation Time Frames.

a. Effective immediately, no individual covered by this regulation will work with, or handle ammunition or explosives until successfully completing "Hazards Familiarization Training". Employees certified as of the publication of this regulation are considered to have met this requirement.

b. Upon successfully completing the Hazards Familiarization Training and pending completion of other required training/certification, individuals may be utilized in their positions provided they are: 1) given thorough instruction on specific job hazards, and 2) that a certified individual is present and working closely with that individual at the operational site at all times.

c. Contractor Operations. All new contracts or contracts being renegotiated which fall within the scope of this regulation will include compliance with this regulation within the Scope of Work (SOW).

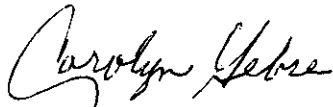
8. Grandfather Clause. This regulation no longer provides for "grandfathering"; however, personnel certified under the previous "grandfather clause" may be extended under the provisions of this regulation. Nevertheless, installations are strongly urged to provide appropriate additional training to these employees. Rationale for extension of certification must be reviewed and documented by the Certification Authority.

9. Waivers and Exceptions. Requests for waivers or exceptions to the provisions of this regulation will be directed to the proponent through command channels, with full justification and statement of compensating measures, as appropriate.

The proponent of this regulation is the U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCAM-LG, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. If toxic chemicals are involved, recommended improvements will also be furnished to HQAMC, ATTN: AMCCB.

FOR THE COMMANDER:

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DAC (SIOAC-AV) (50)
AMCAM (AMCAM-LG) (4)

APPENDIX A

HAZARDS FAMILIARIZATION TRAINING

This training will consist of two (2) primary elements, the DAC developed Introduction to Ammunition (AMMO-45) and a locally developed orientation program as described in section II below:

I. Introduction to Ammunition (AMMO-45) - This course provides broad orientation in the fundamentals of ammunition and explosives operational concepts and hazards controls.

II. Local Familiarization and Job Site Orientation - This training is to be locally developed and administered. Its purpose is to acquaint the employee with conditions, procedures, and regulations as they apply to a specific job, and the local environment as well as the particulars of an installation. Ideally this training is provided by supervisory personnel under monitoring by an agent of the Certification Authority to ensure thorough and consistent indoctrination of employees. As a minimum, it should address the following:

a. Specific SOPs. This training will provide a detailed review of SOPs relative to actual ammunition and explosives operations to be performed by the employee. This should include the care and use of protective clothing and equipment to be used, specific hazards, and a discussion of proper and safe work habits expected of employee to prevent accidents and ensure efficient production.

b. Hazard Control Training. Detailed training related to the specific area and tasks to which the employee will be assigned to ensure that personnel are aware of the hazards present, the causes and effects of explosive events, and preventive and corrective actions required. This training must emphasize employee responsibilities to prevent accidents and unsafe conditions, and to respond to emergencies in a positive and aggressive manner. To be included:

(1) Description of end item, explosive components, and chemical fill, as appropriate.

(2) Description of how the item is used, including normal methods of activating, and the types of effects it is designed to achieve.

(3) A description of hazardous materials utilized in the work process: explosives, pyrotechnics, chemicals, and other toxic materials. Discuss safe handling, use, disposal, and emergency actions and reporting, in the event of accidental release or activation.

(4) A discussion of previous accidents or incidents which are related to the specific job or area to which employee is assigned, emphasizing causes and prevention.

c. Much of the above training should be conducted at the work site, for added realism. Such training can be accomplished by observation, or by working with inert materials. As the particulars of these subjects vary widely from one operation to the next, they should be made a standard part of the initiation of each unique job. Documentation of training as either refresher or as part of pre-operational briefings is at the discretion of the local Certification Authority.

d. Each installation should develop a Program of instruction (POI) which summarizes the key elements above to ensure that uniform and meaningful orientation is provided to all employees on all operations.

TABLE B-1
Ammunition Certification Courses

POSITION		DAC TRAINING COURSE (AMMO-XX)													
	Local/ 45 ¹	4	12	28	31	34	43	48	53	54	56	60	62	63	
(Based on actual duties, not job title)															
Ammo Handler / Warehouseman, Explosives Truck or Forklift Operator	X														
Ammunition Ops Supr/Planner	X									X ³	X ³	X			
Senior Ammunition Ops Manager (e.g. Director of Missions)	X											X			
Storage Ops Supr/Planner/Inspector	X		X							X ³	X ³				
Demil Operator	X	X ²													
Demil Planners/Supr/Inspectors	X	X		X						X ³	X ³	X			
Maintenance & Dissassy f/ Demil Operator	X														
Maintenance & Dissassy f/ Demil Planner/Supr/Inspector	X								X	X ³	X ³	X			
Explosives Safety Director/Officer (overseas operations at facilities, enforces all safety regulations)	X													X	
Explosives Safety Specialist (monitors chemical programs and operations on site)	X											X		X	
Ammunition Surveillance Inspector	X	X ⁴	X ⁴	X ⁴	X ⁴		X ⁴	X ⁴		X ⁴	X ⁴	X	X ⁴	X ⁴	
Inspector - Dry Cargo Container	X						X ⁵								
Inspector - Explosive Laden Vehicles (signs DD626 &/or 836)	X							X					X ⁶		
Hazardous Material Document Preparation Personnel	X												X ⁶		
Transportation Supr/Planner/Inspector	X									X ³	X ³	X	X ⁶		
Contractor Explosives Operator/Planner/Supr						X ⁷									

TABLE B-1

Ammunition Certification Courses

Footnotes:

- 1 Introduction to Ammunition (AMMO-45) CBT portion optional if Technical Ammunition (AMMO-60) previously taken. Certification Authority may find the greater depth of the Technical Ammunition course to be more appropriate depending on an individual's specific duties.
- 2 Only personnel actually conducting demil operations involving the setting up and activation of detonating charges, burning operations, and other comparable demil activities require the Ammo Demilitarization Course (Ammo-4).
- 3 Planners Only.
- 4 This course is required if the inspector is assigned to provide on-site surveillance of related operations in lieu of a QASAS. If an inspector provides essentially day-long coverage for a given activity/operation with only periodic support from a "roving" QASAS, that inspector should be fully trained in the area involved. It is advised that inspectors be trained in all areas to which they may reasonably be expected to be assigned without regard to QASAS support.
- 5 Refresher required every 4 years.
- 6 Refresher course (AMMO-37) required every 2 years.
- 7 This course is required in addition to those courses otherwise required for duties listed above.

TABLE B-2
Toxic Chemical Agent/Munitions Certification Courses

POSITION	DAC TRAINING COURSE (AMMO-XX)											
	Local ¹ /45 ^{2,3}	19	20	24	28	54	55	56	59	61	63	
(Based on actual duties, not job title)												
Chemical Storage/Handling Operations	X									X		
Ammunition Surveillance Inspector	X			X ⁴	X ²	X	X			X	X ²	
Chemical Monitoring ⁵	X											
Chemical Operations Supervisor/Planner	X	X		X ⁴		X		X		X		
Surety Officer, PRP Certifying Official	X								X			
Contracting Officer's Representative(COR) staff with munitions processing oversight responsibilities within Chemical Demil Facilities ⁶	X			X ⁴						X		
Safety Specialist (monitors chemical programs and operations on site)	X		X	X ⁴	X ²						X ²	
Security	X											
Environmental Spec./Risk Management	X							X				
Senior Managers, Directors (involved in or relating to chemical operations oversight)	X	X										

Footnotes:

1. As a minimum, local training must incorporate the requirements of Appendix A, this regulation, and those addressed in AR 385-61, paragraph 2-4, 'Administrative and Work Practice Controls'.
2. Not required if no explosives / explosively configured TCMs are stored by activity / installation, i.e., bulk agent only.
3. Annual refresher required, however, may be waived for any year in which the Ammo-61 or Ammo-24 course has been taken.
4. Required only after a lapse in chemical activities greater than 4 years.
5. This requirement does not supercede the personnel certification requirements identified in the SBCCOM CASARM Quality Assurance Plan.
6. This does not include contractor / government operators at Chemical Demil

APPENDIX C - Defense Ammunition Center Courses

Course # (AMMO-)	Replaces	Course Title
04	C-05	Ammunition Demilitarization
12	L-03	Ammunition Storage
19	M-24	Chemical Accident/Incident Response and Assistance Operations
20	T-28	Chemical Agent Safety
22	T-21	Chemical Emergency Information for Managers
23	M-7	Chemical Hazard Prediction
24	M-10	Chemical Surety Material Refresher
28	C-33	Electrical Explosives Safety for Army Facilities
31	C-32	Environmental Consideration for Ammunition Personnel
34	C-38	Explosives Safety for Defense Contractors
37	L-16	General Transportation of Hazardous Materials
43	L-10	Intermodal Dry Cargo Container (CSC) Reinspection
45	C-09	Introduction to Ammunition
48	C-18	Loading and Inspection of Motor Vehicles
53	L-26	Planning for Ammunition Maintenance and Operations
54	C-17	Preparation of Standing Operating Procedures for Ammunition and Explosives Operations
55	T-33	Quality Assurance for Toxic Chemical Munitions
56	C-35	Risk Management for Ammunition Operations
59	T-19	Surety Management
60	C-03	Technical Ammunition
61	M-8	Technical Chemical Surety Material
62	L-17	Technical Transportation of Hazardous Materials
63	C-22	U.S. Army Explosives Safety

Note: Detailed information on obtaining quotas for resident courses or requesting on-site presentation of courses is given in the DAC Course Catalog or on the DAC Home Page at

AMC-R 350-4

"<http://www.dac.army.mil/AS>". Course catalogs or additional information can be obtained by contacting the Education Services Division at DSN 956-8845 or commercial (918) 420-8845.